Welcome to the OCS Worldwide Selfship User Manual

Introduction

OCS Worldwide has developed this facility for you to assist in producing appropriate documentation for your shipments.
All that you need is a PC with access to the internet (This Selfship version for Windows OS only), a standard office laser printer and an access password supplied by OCS Worldwide.

With **Selfship** you can, amongst other things

- ✓ Generate a Courier Waybill
- ✓ Pre-store addresses for regular use
- ✓ Print pro-forma invoice
- ✓ Print daily despatch sheet
- ✓ Track shipments
- ✓ View POD details
- ✓ Generate charges for the shipment before sending
- ✓ Book a collection

Getting Started

You will need to have a password to use this service. Contact OCS Worldwide customer services on 0845 6789800 or email us at selfship@ocsworldwide.co.uk. We will need to know your OCS account number so please have that ready. You can have more than one password for your account, and each password can be personalised to suit each individual shipper.

First you will have to locate **Selfship** on the internet. Either connect from the link on our website www.ocsworldwide.co.uk or access directly at http://www.ocscourier.co.uk/selfship - (don't forget to add these to your favourites to make things easier next time).

Enter your account number and password in here, and the click **Login**.

If you do not have an account with OCS, please click here and fill out an application form.

On the next screen (shown below) you are then asked to check your details. If they are correct, click on **Continue** or hit the <**Enter**> key on your keyboard

OCS WORLDWIDE
Express Courier, Mail, Freight & Logistics

the original international courier

Check that your details are correct. If they require changing, please click on the **Change Details** link and enter the new details.

Please call **0845 6789800** to arrange or change your password

Existing customers

Account number ocs004
Password

You are now logged in

Name   OCS IT TEST
Phone 0207123456789
Email it-dept@ocsworldwide.

Change details   Continue

New customers

Welcome to OCS Worldwide.
Creating an account takes a few moments and you can benefit from

• Easy online booking
• Manage shipment online
• 30 days credit
• One account number for all services
• One contact for all services
• One itemised invoice for all services
• Free packaging supplies
• Pre-printed Courier Waybills
• Access to Courier, Freight, Mail and Fulfilment products

Open Account   User Guide

This web page is best viewed with a SCREEN RESOLUTION 1024 x 768 pixels
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Privacy Statement   Terms and conditions of carriage

Overview

The first screen controls all of the **Selfship** features. The Menu bar at the top of the screen gives
access to various functions – much like the software on the computer that you use.

receivers   contents   references   printing documentation   tracking   packaging   book collection   utility   log off   help

Each menu feature will be explained in the following pages.

From the **Selfship** screen displayed, you can enter all the relevant details to produce shipping
documentation. These details can be typed directly into the fields on the screen, or automatically filled
in from saved lists.

Below is one such saved list. If you click on the Receivers tab, it will open a new window. In this window, you have the ability to add regular consignees. You do this by filling in all the fields and clicking Update. This will save it into your list and can then be added to your CWB at a later time. You can also amend, delete and import addresses to this list at any time.

You can search through your receivers by entering details in any one of the fields and then clicking on the Search button. There is also the facility to sort by name or town by clicking on the headings.

To add a receiver to your CWB, select the name. At this stage, you have the ability to edit the details shown. When you are satisfied with the details on screen, click on **Add to CWB**. This will close the Receivers window and bring you back to the main screen where all the details will have updated automaticaly.

Contents

If you regularly send goods that are consistently the same weight and value, then this list will help you. You can save your frequently shipped goods descriptions here. You can then access them by selecting them from the contents drop down box on the main screen. Once selected, update the quantity, value, and weight and click on the add button. The total of all these fields will be tallied automatically for the shipping documentation.

Product

| Product 1 |
| Product 2 |
| Product 3 |
| Product 4 |
| Product 5 |
| Product 6 |
| Product 7 |
| Product 8 |
| Product 9 |
| Product A |
| Product B |
| Product C |
| Product D |

Your Code : P1

Value : 1.00

Weight : 1.000

Description : Product 1

Update   Delete   Clear   Export   Close

OCS WORLDWIDE
Express Courier, Mail, Freight & Logistics

receivers   contents   references   printin

Receiver   Save Receiver

Contact

Department

Company

Address1

Address2

Address3   Email

Shipment

Contents   Type   Quantity   Value   Weight (Kg)

Labels   Non documen   1   1.00

charge lookup   Package type   Total 0

Pieces   1   Free domicile? ☐   ○ Envelope   Cover up to
Commercial ? N   (Y /N)   ○ Pouch   include
Service   Express Courier   ○ Box   Your ref
Special handling instruction (max120 chars)   ○ Other   Help? 0845 678 9800
                                                                        Email
                                                   Submit

                                                   Reset   Collection Sheet

This is the dropdown box where you can select your goods from the saved list.

References

This allows you to allocate the charge for the shipment to one of your reference codes. This may be a department or a cost centre / section code. The code selected will show on your invoice. You can also receive analysis reports from OCS Worldwide based on these codes. Select references from the menu at the top of the main screen. A new window will open.

You can add, update or delete your References in the same way as Receivers (see below).

The significance of this reference code will vary from customer to customer, we can set up your account to make the entry of this reference mandatory or even fixed to certain codes. Please contact OCS Worldwide to arrange this facility.

Reference

Jones Account 03

Your Code : 123456

Description : Jones Account 03

(Update)   (Delete)   (Clear)   (Export)   (Close)

Preparing a shipment

Filling out the CWB can be done in any order, but for the purposes of this manual, we will work in a left to right, top to bottom fashion.

(i) The first part of the CWB is where the shipment is to be sent. This information can be typed in, or you can use the saved receivers list, available from the left hand side of the Selfship menu. To add a receiver from this menu, select the record and click on **Add to CWB**. If you need to change any of the fields such as the Contact person etc, this can be done on the main screen.

(ii) The next part of the CWB to be completed is the Shipment details. Again, you can enter these details on an 'as you go' basis, or you can use your saved list accessed by clicking in the right hand side of the drop down menu. Once you have completed the details of the fields, click the **Add** button to the far right and the CWB will be updated with the contents. If you wish to change the weight or quantity after adding them, simply click on remove and add the goods again.

(iii) At this stage you can check to see the cost of your shipment by clicking on the *Charge Lookup* link. By filling in the basic information regarding you shipment, you will be able to get an accurate costing.

(iv) If you wish the shipment to go as Free Domicile, please select this field. Information on Free Domicile is available by placing the mouse pointer over the area.

(v) Once your goods have been packaged and you know the dimensions and number of pieces that you wish to ship, you will be required to input these details in the bottom half of the screen. First enter the number of pieces making up the shipment and click **add per Item**. If you are sending your goods using pouches or envelopes supplied by OCS, then simply click on the appropriate button. If you are sending your shipment in boxes or by other means, please select the appropriate type and fill in the number of pieces and dimensions. If a package is oversize and likely to incur additional charges, a warning will appear.
There are only 4 rows to present the number of pieces and dimensions, if you are sending your shipment in more than 4 boxes then put the similar boxes together and measure them as a single one.

 (vi) Please check the total values and weight, as this will be used to produce a pro forma invoice if required, and must be correct to assist in Customs clearance.

(vii) You will now be required to select the service you require. Depending on the destination, different services are available. By default, our Express Courier service is selected.

(viii) If you require special handling instructions to accompany the shipment, please type them in the field provided. This may be used to assist the delivery personnel, and may include information such as the entrance location or onsite contact.
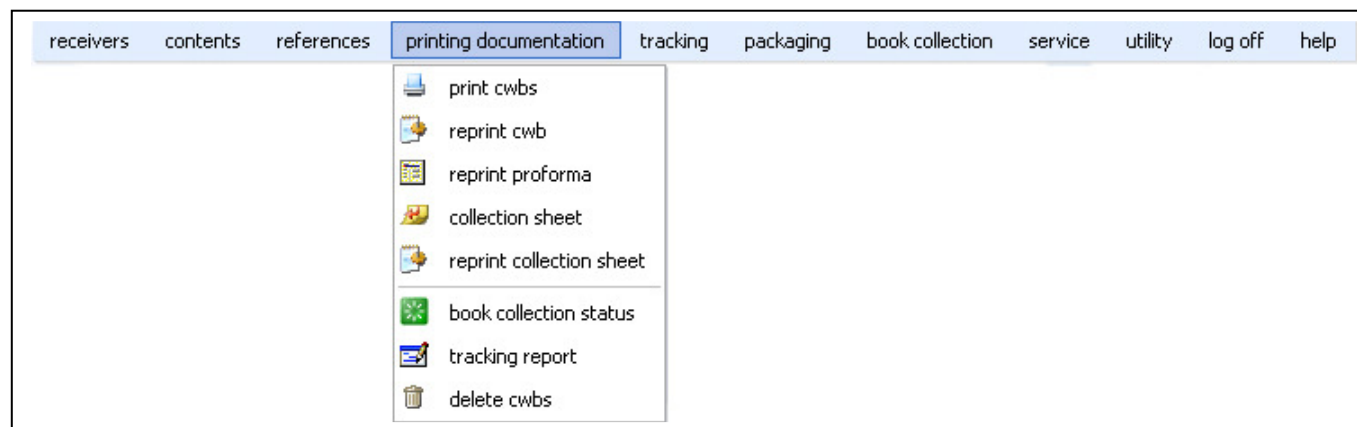
(ix) The last part of completing the CWB is to select the reference you wish to use. This is located on the bottom right, and again uses a drop down box, with a list of references updated via the menu.

(x) At times, when you select a country, a yellow triangle with an exclamation mark in it will show up. This means that the selected country has a special message associated with it. If you click on the triangle, this message will show up in a new window.

(xi) Check that all details are correct and all required boxes have been checked. Once you are satisfied, please click on the **Submit** button. This will now send all the CWB details to OCS and the preparation of your paperwork will start.

Printing Documentation

After you have submitted a CWB, you are able to print your documentation. From the top blue menu bar select the printing documentation tab. You will be presented with a drop down menu with several options.

receivers	contents	references	printing documentation	tracking	packaging	book collection	service	utility	log off	help

- 🖨 print cwbs
- reprint cwb
- reprint proforma
- collection sheet
- reprint collection sheet
- book collection status
- tracking report
- 🗑 delete cwbs

The first item, *print cwbs*, is how you will print out your shipping documentation and pro forma invoice (if required). If you click on this, a new window will open with details of the shipments requiring paperwork to be printed.

shipments print shipments book collection close										

Page : 1

Row #	CWB No.	User	Receiver	City	Country	Date/Time Created	Proforma	Pre-View	Pre-Alert	Print status	Action
1	849983E	Person 1	Company01	London	UNITED KINGDOM	01/01/2007 12:00:00	No Pro forma	View	Email	Print OK?	Cancel

Page : 1

To print your documentation, click on the blue CWB No. on the left hand side of the window. This will request the pages from the server and then open a print dialogue window. Click on **OK**, and your documents will now print. Each CWB will need to be printed individually. Selfship will print, by default, four consignment notes, and an extra page for each additional item to be shipped.

If a pro forma invoice is required, the text under the Pro forma column title will show as blue pro forma text. You will need to print this (in the same way as the CWB) to accompany your shipment If a pro forma is not required, it will show as "No pro forma". Once you have printed the documentation for a shipment and checked the details have printed correctly, click on the text "*Print OK?*" This will move the shipment through to the next part of the process. If for any reason, you do not wish to proceed with the shipment, or need to make corrections, please click on the "*Cancel*" text to the far right.

There is also an "*Email*" option, which allows you to send an email containing a link for the tracking of the shipment. You may find this helpful when sending details of the shipment to the client. Once finished with printing of your waybills, please click on **close**

Printing Collection sheet

The next part of the process, providing you have input and printed all documentation for shipments going on the day, is to print out a collection sheet. If you click on the blue menu bar at the top, and select *collection sheet*, this will open up a new window displaying your current shipments.

By default, all the shipments are selected for printing. If you do not wish to include a shipment on the collection sheet, click on the check box to the left of the screen and deselect it. Once you are ready, click on the blue *Print* text on the bottom left. This will bring up the print dialog to which you can then click **OK**.

Print collection sheet   close window

Row #	Selected	CWB No.	Receiver	City	Country	Date printed	Action
1	☑	84994868674	OCS Millwall	London	UNITED KINGDOM	08/03/2010	Remove
2	☑	84994905391	OCS Millwall	London	UNITED KINGDOM	03/03/2010	Remove

Print   Clear selected   Unselected

Once you have printed your collection sheets a new window will open reminding you to book your collection.
if you do not have a regular collection set up on your account you will need to book a collection for consignment by using this online booking screen or calling Customer Services direct on 0845 6789800. If, however, you already have a regular collection you can select the cancel button to close this window

Booking a collection

The last stage of processing your shipments for the day is to book the collection. This can be done by clicking on *book collection* on the blue menu bar. This will open up a new window (as per below).

Timed delivery ○ Yes ○ No	Packaging assistance ○ Yes ○ No	Dangerous goods ○ Yes ○ No

Mixed ▼

○ Document ○ Parcel

00:00 (hh:mm) 24 hour clock

0 November ▼

Office closes   18:00 ▼

Weight   ⦿ Light   ○ Medium   ○ Heavy

Trolley required?   ○ Yes   ⦿ No

Number of pieces

If you require the package to be collected from an address ... account holder's address please call 0845 678 98..

Book   Reset

> If you require Packaging assistance you will need to call us directly on 0845 6789800 to book collection

> Description of dangerous goods
> Aerosols
> Flammable liquids
> Batteries
> Bleach
> Paint compressed containers (thermometer mercury)
> Dry ice
> Perfume
> Hair & Nail products
> Adhesives
> Medicinal alcohol

You are required to fill out the relevant fields and then click on **Book**. If you need to start again, please click on the **Reset** button. If you have special requirements for your pickup, or the pickup is from another address other than the account holder's, please call our Customer Services Department on **0845 678 9800** to book your collection.

Other features

There are several other features available from the blue menu bar.

Tracking –

(i)   *cwb tracking*: this allows you to manually input a cwb number and view all the relevant information as to its movements, whether still in transit, delivered, or if available, the POD details of who signed for the shipment

(ii)   *cwb account search*: this allows you to search for shipments using several different parameters. The fields include the CWB number, company, city, country, type of goods, sender's name, your reference and a date range.

CWB Account search

CWB No.					
Company		Sender Name			Search
City		Your ref.			Clear
Country		From Date			Export
Type		To Date			Close

Page : 1 2 3 4 5 6 7 8 9 10 Next

| CWB No.	Contact	Receiver	City	Country	Type	Ref	Tracking	Date/Time Created
84994784571	Martina Ton	The Elite Group	Bradford	UNITED KINGDOM	Non-Documents	IT Dept.	In Transit	30/03/2010 15:23:20
84994784582	Martina Ton	The Elite Group	Bradford	UNITED KINGDOM	Non-Documents	IT Dept.	In Transit	30/03/2010 15:21:14
84994821800	OCS IT TEST	Company01	London	UNITED KINGDOM	Non-Documents	IT Dept.	In Transit	19/03/2010 09:08:49
84994868674	OCS IT TEST	OCS Millwall	London	UNITED KINGDOM	Non-Documents	IT Dept.	In Transit	08/03/2010 11:49:05
84994880530	Martina Ton	The Elite Group	Bradford	UNITED KINGDOM	Non-Documents	IT Dept.	Delivered	04/03/2010 09:45:18
84994881705	Martina Ton	The Elite Group	Bradford	UNITED KINGDOM	Non-Documents	IT Dept.	Delivered	03/03/2010 16:04:43
84994905391	Martina Ton	OCS Millwall	London	UNITED KINGDOM	Non-Documents	Coversheet	In Transit	25/02/2010 12:49:51
84994989575	Martina Ton	The Elite Group	Bradford	UNITED KINGDOM	Non-Documents	IT Dept.	Delivered	15/02/2010 11:01:04
84994990791	Martina Ton	The Elite Group	Bradford	UNITED KINGDOM	Non-Documents	IT Dept.	Delivered	12/02/2010 15:54:26
84995020530	Michael Carroll	OCS CVT	Coventry	UNITED KINGDOM	Non-Documents		Delivered	05/02/2010 10:09:34
84995041832	Michael Carroll	OCS Millwall	London	UNITED KINGDOM	Non-Documents		In Transit	29/01/2010 15:36:02

(iii)   *proforma user maint.*: this is where you can add, update and delete the names of the users that are available for selection when you print a pro forma invoice.

Maintain proforma user details

John Hodgson
John Hodgson_TEST
Nigel Claridge
Paul Nichols

User Id :
Name :
Position :

(Update)   (Delete)   (Clear)   (Close)

Packaging –

This is where you can order more OCS packaging supplies. You are required to fill out the fields and select what you require, and we will deliver it to your door.

Courier WAYBILLS		Quantity	Global Mail WAYBILLS			Quantity
PLAIN (Your address on left)		▾	PLAIN (Your address on left)			▾
PRE-PRINTED (receivers address on right)		▾		Global Mail	Medium	▾
Name					Large	▾
Department			BAGS		Document Envelope	▾
Company				Courier	Small	▾
Address1					Medium	▾
Address2					Large	▾
Address3					Small	▾
City			BOXES		Medium	▾
Country					Large	▾
Post code			MULTI PART SHIPMENT LABELS			▾
Telephone			PROFORMA INVOICE POUCHES			▾

Submit   Reset

NI Storage –

(i)   *Stock Summary*: Display all stock available based on end user access right. You can filter stock by using search facility.
By clicking on the code of products to select or deselect them and then click on button "get selects" at bottom of the page to store all selected products into clipboard and close current window.

STOCK SUMMARY

Categories   [   ]   (Search) (All Products)

☐ CD (The Sun/News of the World)

Img	Code	Title	Quantity	Weight(Kg)
	201	The Sun 'Interactive Guide to the New Football Season'	62	0.100
	250	News of the World 'Diva'	225	0.020
	331	The Sun 'Rugby World Cup 2007 Trivia Challenge	4	0.030

☐ CD (The Times/The Sunday Times)

Img	Code	Title	Quantity	Weight(Kg)
	123	The Times 'The Double Agent Quiz'	100	0.030
	124	The Times 'Storm Breaker'	400	0.030
	125	The Times 'Eats shoots & leaves'	360	0.030
	126	The Times 'The football quiz'	200	0.030
	127	The Times 'Celebrity Quiz'	50	0.030
	128	The Times 'Cricket Quiz'	100	0.030
	129	The Times 'Rock Quiz'	100	0.030
	130	The Times 'GCSE Maths'	14	0.100
	320	The Times 'Interactive Guide to the New Football Season"	28	0.100
	321	The Times 'Rugby World Cup Special - 2007'	4	0.100
	410	The Sunday times 'Parent Power' CD	280	0.010
	411	The Sunday Times 'State of Independance' CD	80	0.010

(ii)   *Request Stock*: By default all products in clipboard will present one by one, what you do is change the quantity of product which you request and click add button. You can select product from dropdown list or search product by its code. Filling all information for consignment and instruction if necessary then click submit.

Receiver

Contact		City	
Department		County / State	
Company		Country	
Address1		Post Code	
Address2		Phone	
Address3		Email	

Stock items   Code [   ]   Search

Products   Quantity Item weight
[   ] ▾   [1]   [   ]   add

123	The Times 'The Double Agent Quiz'	1	0.030	Remove
126	The Times 'The football quiz'	10	0.300	Remove
129	The Times 'Rock Quiz'	30	0.900	Remove

Total weights : [1.230] Kg

Special handling instruction (max120 chars)   Viewcost

[   ]   Submit   Reset
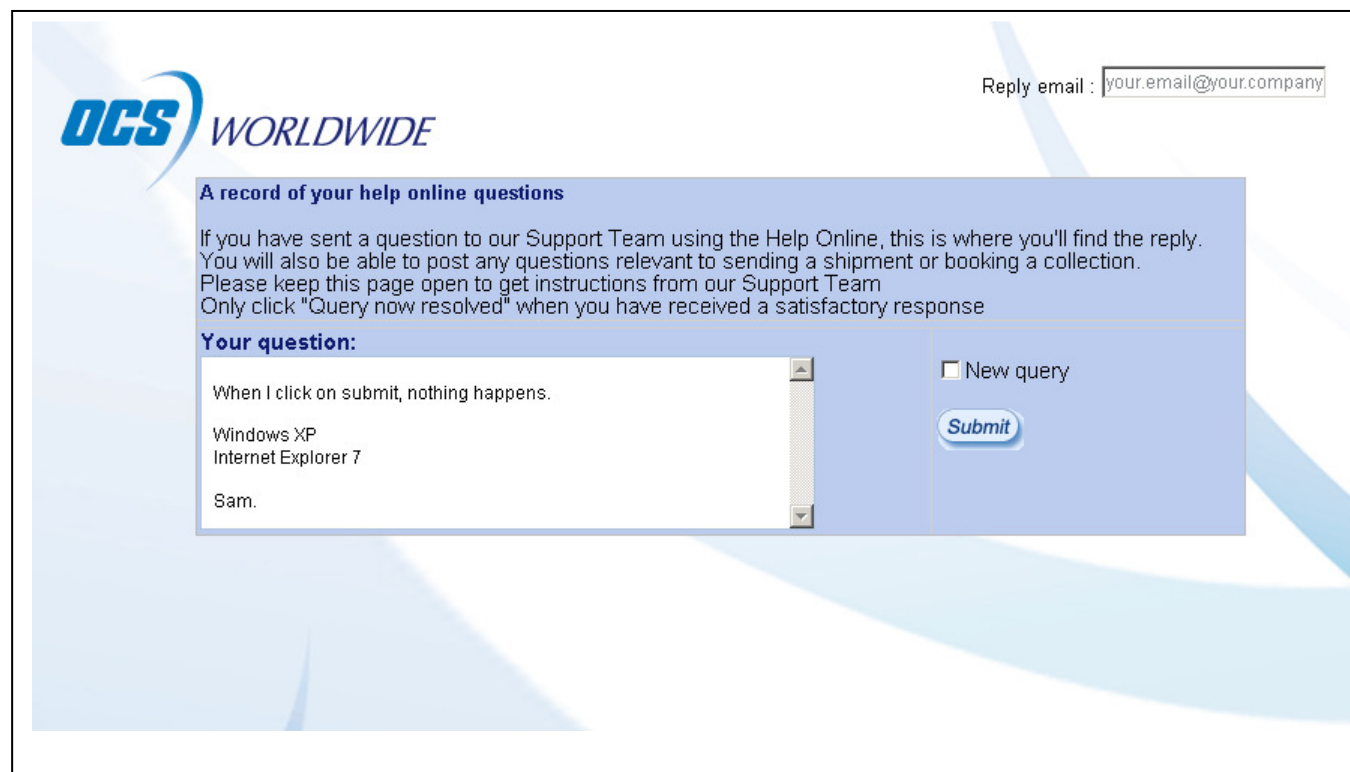
Utility –

(iii)   *Multi shipments*: If you have many shipments, where the items being shipped are the same, here you can prepare CWB's in batches. It is just like filling in a standard waybill, but with the receivers' information at the top. You simply select the receivers you want (up to ten at one time) and click Add. The receivers are removed from the left hand side, so you can be assured that you are not doubling up on your shipments

(iv)   *Charge lookup*: This feature is the same as the link available from the main screen. It allows you to get an accurate quote of the costs of sending your shipment.

(v)   *Change password*: You can change your password at any time. Select **change password** from the utility menu, enter your old password and the new password you wish to create and click the Submit button. You will need to then logoff and back on again to activate your new password.

Help – This is where you can go to get some quick help from one of our Selfship Support Team Members. You can also view and download a copy of this user manual.

To use our online help system, simply click on *help online*, and type your question or message in the window. The more information you can give the Support Team Member, the more efficiently they will be able to assist you.

It is helpful to have information such as your operating system and which program you are using to browse the internet. The response with instructions from the Selfship Team Member will show up in this window. Once you are satisfied that your query has been answered, you can click on *Query now resolved*.

Browser support –

```
Up to Internet Explorer 10.0
Up to Opera 9.0
Up to Netscape 7.1
Up to Firefox 21.0
Up to Safari 5.1
Up to Chrome 27.0
```

** Thank you for using Selfship. We look forward to servicing your courier and postal and mail fulfilment requirements. **